

Sample 4-H Meeting Agenda

1. Call to order and Pledges
2. Minutes of the Previous Meeting ^a
3. Officer Reports (Treasurer, Reporter, etc.)
4. Special Features (guest speakers, videos, team-building activities, etc.)
5. Committee Reports
6. Old Business (tabled or postponed items)
7. New Business
8. Ceremonies, Awards, and Recognition
9. Announcements and Adjournment
10. Entertainment, Recreation, Refreshments

Some Notes:

- a. A motion is not needed to approve secretaries or treasurers report unless there are significant errors or changes.
- b. It is highly recommended to distribute an agenda prior to the meeting. If it has dates and times on it, all the better for families to keep track of activities.

Six Steps in Handling a Motion:

Phrases in *italics* are the correct wording to use for items of business.

The term chair is used as the process is the same for committee meetings when a president is not always available.

1. Making the Motion (Member)
 - a. *I move.....*
2. Second (Member)
 - a. Can be called out unless club rules require recording of seconds
3. Chair States the Motion (President)
 - a. *It has been moved and seconded...repeat the motion....*
4. Debate or Discussion (Members)
 - a. *I am in favor because....*
 - b. *I am opposed because....*
 - c. *I move to amend the motion by...*
5. Chair Puts the Motion (President)
 - a. *All those in favor of...state entire motion.....say "AYE"*
 - b. *All those opposed to...state entire motion.....say "NO"*
6. Vote (President)
 - a. Give results
 - b. *Motion passes/fails the club will/will not...repeat entire motion...*

